

Milpitas Sanitation 2017 Outreach MFD – Multi-Family Dwelling

Initial Start-up Postcard with program changes

- Multi-Family Program Reminders
- Multi-Family Service Guide
- MFD recyclables tote bag
- MFD kitchen pail with instructions
- Program Posters Recyclables, Food Scraps, Garbage Poster
- MFD Yard Trimmings Poster/Guide (Yard Trimmings Starter Kit)
- Move In & Move Out Guides
- MFD Newsletter
- MFD Billing Inserts
- AB341/AB1826 non-compliance notices 2X year
- Christmas tree collection postcard
- Seasonal Messaging

Timing	Outreach Task Description	Responsibility
October 2017	Postcard with new hauler/program information	Kelli Pellegrini
October 2017	Multi-Family Program Reminders - Requirements of AB 341 and AB 1826 and how to comply. Includes proper handling of hazardous waste, e-waste and u-waste.	Kelli Pellegrini Uyen Mai
October 2017	Multi-Family Service Guide-recycling guide and service program information (included in start-up kit)	Kelli Pellegrini/Distributed by: Uyen Mai EnviroSolutions
October 2017	Multi-Family Recyclables Tote Bag (included in start-up kit)	Kelli Pellegrini/Distributed by: Uyen Mai and EnviroSolutions
October 2017	Multi-Family Kitchen Pail with instructions (included in start-up kit)	Kelli Pellegrini/Distributed by: Uyen Mai and EnviroSolutions
October 2017	Multi-Family Move In/Move Out Guides (included in start-up kit)	Kelli Pellegrini/Distributed by: Uyen Mai and EnviroSolutions
October 2017	Yard Trimmings Poster/Guide	Kelli Pellegrini/Distributed by: Uyen Mai and EnviroSolutions
October 2017	Program Posters	Kelli Pellegrini
November	Bins, carts and kitchen pails delivered	
Quarterly	Multi-Family Newsletter - distributed as billing insert. (First One distributed in start-up kit)	Kelli Pellegrini
Twice a year	Multi-Family Billing Inserts (Feb & August)	Kelli Pellegrini

As Requested	HOA/Community Meetings: Presentations in hands-on interactive format, how to use the Recyclable and Organic Materials program resources for additional information and support.	Uyen Mai
Twice a Year Initial Audit by Dec 2017	MFD AB 341 and AB 1826 Non-Compliance Notices: Technical Assistance and Training	Uyen Mai
2 wks before Holiday	MFD Holiday Tree Collection Postcard	Kelli Pellegrini
As Needed/ Required	Seasonal/Periodic waste messaging: Halloween pumpkins, fall leaves, holiday trees, spring cleaning materials, On-call/bulky item collection programs.	Kelli Pellegrini